



To all of our Clayton Parents and Guardians,

Happy September everyone! We hope you are all getting back into the swing of things. With so many new parents and families we just wanted to spread the word about the PAC. The Parent Advisory Council (P.A.C.) is made up of ALL the parents/guardians of the students of the school, not just those who come to the meetings or hold positions. We all have a say, and are all welcome to attend the meetings to not only hear about amazing things going on with our children at school, but to have a say on what you would like to see more of, how our funds should be spent etc. We hold our meetings the last Monday of the month at 6:30 PM via Zoom!

Here are the details of the meeting:

Lauretta Fenrick is inviting you to a scheduled Zoom meeting.

Topic: Clayton PAC Zoom Meeting

Time: Sep 21, 2020 06:30 PM Vancouver

Join Zoom Meeting

<https://us02web.zoom.us/j/86048207580?pwd=dGNqSHNjWUpxdFEwa1I3WUg0aGRsQT09>

Meeting ID: 860 4820 7580

Passcode: 5MFgUW

Thank you to all of our parents who have supported the PAC and our school by participating in our fundraisers and events, coming to our meetings, helping with deliveries and supporting our kids in their day to day work and fun here at Clayton! As we welcome the new school year, the executives also hope to welcome new faces and volunteers to the PAC meetings and positions. We have various positions and ways to help available including those for parents who can help occasionally with supporting our monthly fruit and veggies program deliveries and fundraisers, to those who can commit to either committee or executive positions to keep our PAC and support of our teachers and students going strong!

Every general PAC meeting in May we hold elections for various positions for the following September. The elections for all positions must be made by secret ballot, unless there is only one volunteer for the position, and the term of office shall be for one year. Please note that due to the pandemic no elections were held and all positions are currently open.

These are some descriptions of the positions but may not be inclusive of all job duties. The Executive perform formal roles to ensure the organization continues. Executive Council for the

PAC consists of the following four positions and are elected by the entire PAC every May for the following school year:

***President:**

- Calls and Chairs Executive and PAC Meetings
- Works with Secretary to prepare each meeting's Agenda
- Is the official spokesperson for the organization
- Delegates ensuring the objectives of the organization are met
- Is a signing Officer, oversees and appoints special committees as needed
- Attend one Executive Meeting AND one General PAC meeting per month.

***Vice-President:**

- assume the duties of the president in their absence
- Is a signing Officer
- Can opt to be in training to become president
- Assist the president as needed and perform such special duties as the executive decides.
- Attend at least one Executive Meeting AND one General PAC meeting per month.

***Secretary:**

- record minutes of all general and executive meetings
- distributes minutes of general meeting to the entire pac and for posting on school's website
- receive and issue all correspondence on the association's behalf
- at least one Executive Meeting AND one General PAC meeting per month
- is a signing officer

***Treasurer:**

- The role of treasurer is to keep accurate & up-to-date records of all expenses paid and all money received and shall assist the executive in preparing the annual budget.*
- attend at least one Executive Meeting AND one General PAC meeting per month
- is a signing Officer
- be responsible for drafting the Budget with the assistance of the Executive.
- deposit all funds into the PAC Account, ensure all funds of the council are properly accounted for
- disburse funds as authorized by the membership or executive for all PAC business, ensure that proper financial records and books of account are maintained, report on all receipts and disbursements at general and executive meetings, make financial records and books of account available to members upon request
- have the financial records and books of account ready for inspection or audit annually
- ensure that another signing officer has access to the financial records and books of account in the treasurer's absence, submit an annual financial statement at the annual general meeting
- be responsible for applying for Gaming Grant, managing the Gaming money separately from any general account the PAC has.
- You will have to be knowledgeable and aware of what the Gaming rules are for spending and reporting.

***These positions make up our Executive Council. They attend one executive member meeting per month, and one general PAC meeting per month.**

The government gives our school money per child enrolled every year in the form of a Gaming Grant to use for various things, including school busses. If the school does not have an elected Executive Council for the following school year, the grant is not approved by the government, and the school and teachers do not benefit from this Gaming Grant. This school year the grant was for just over \$5200.00!

Committee PAC positions are listed below, and are also elected or volunteer every May for the following school year:

District Parent Advisory Council (DPAC) Representative:

Attend DPAC meetings and workshops, and report back to the PAC executive and membership
To arrange for an alternate to attend meetings and workshops if necessary
To communicate with DPAC on issues of interest or concern from Clayton Elementary PAC

Emergency Preparedness Coordinator: (PAC Exec Council)

Takes inventory of Emergency supplies.
Replaces as necessary.
some emergency food rations expire every year. These are used at sports day and replaced.

Fundraising Coordinator:

Plan for the appropriate amount of fundraisers to meet the needs of the PAC budget
Execute, organize, collect monies and distribute goods from fundraisers to children/parents
Summarize each fundraiser and report to the PAC
Make a tentative plan each May for the following year’s fundraisers

Fruit and Veggie Coordinator:

Requires FoodSafe Level I Certification, which the PAC pays for
Prepare and sort veggie or fruit and milk for distribution to classrooms, usually once a month on pre set dates issued every September

The committee members are expected to attend our general PAC meetings once a month (with the exception of March and December when there are no meetings), however if someone can not make every meeting, it is understandable and we just ask for your updates.

We look forward to seeing you at our next meeting, which will be held XXXXX. We thank you for your support, and please feel free to email claytonelementarypac@gmail.com with any questions/concerns about the positions listed.

Sincerely,

The PAC Exec

Help keep these PAC run events/funds going for our kids!

Spooktacular Dance Laptops **Field Trip Busses (free!)**

Bottle Drive Balls & Sporting Equipment \$ Family Photo Night

Perogie Sales **Monthly Fruit & Veggie plus Milk deliveries (free!)**

Paint Night

Pizza Days Arts and dance programs

Western Direct Frozen Foods Hot Dog Days